

OL
 Files
 OLM

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Records Inventory for FY 87



FROM

C/IMSS/OL

EXTENSION

NO. OL 4136 87

DATE 22 September 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

 1. C/NBPO/OL
 1J45 Hqs

 2. C/P&TS/OL
 [redacted]

 3. C/PMS/OL
 [redacted]

 4. C/SS/OL
 [redacted]

 5. C/B&FB
 [redacted]

 6. C/FMD/OL
 3E14 Hqs

 7. C/P&PD/OL
 158 P&P Bldg

 8. C/PD/OL
 [redacted]

 9. C/RECD/OL
 [redacted]

 10. C/SD/OL
 [redacted]

11.

12.

13.

14.

15.

22 SEP 1987

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Budget and Fiscal Branch, OL
Chief, Facilities Management Division, OL
Chief, Printing & Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL

STAT

FROM:

Chief, Information Management Support Staff, OL

SUBJECT:

Annual Records Inventory for FY 87

1. In conjunction with the Office of Logistics office-wide MBO to reduce OL record holdings, it is requested that a year-end inventory of your record holdings be conducted starting on 1 October 1987.

2. Measurement should be as simple as possible and figures rounded to the nearest half-foot are adequate. For measurement of volume of office files, one standard safe drawer equals two linear feet. Indices are measured by the length of space occupied by the cards from front to back of an index tray, e.g., four trays with 12 inches of cards in each would be measured as four linear feet of cards. Aperture cards and microfiche are measured the same as indices. Magnetic records, film reels, cartridges, and cassettes are inventoried by quantity rather than by linear footage.

3. Attached is the format for reporting record holdings. Please return one inventory sheet for each division or staff to the Records Management Officer, OL, by 16 October 1987. If you have any questions, please contact

STAT

STAT

RMO/OL
(secure).

STAT

Attachment:
As stated

OL 4136 87

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

SUBJECT: Annual Records Inventory for FY 87

Distribution:

Orig and 9 - Addressees

1 - OL Files

1 - OL Reader

1 - IMSS Official

1 - IMSS Chrono

STAT OL/IMSS/MN:dr, (22Sep87)

ANNUAL REPORT OF RECORDS HOLDINGS FOR FY 87

I. OFFICE FILES (LINEAR FOOTAGE)

a.	Case, Subject, Chronos, Etc.	
b.	Reference Material: Regulations, Manuals, Magazines Catalogs, Etc.	
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	
d.	Other (Describe)	

TOTAL LINEAR FEET OF OFFICE FILES

II. CARD-SIZE FILES:

a.	5x5 Cards	
b.	5x8 Cards	
c.	Punch Cards	
d.	Abstracts	
e.	Aperture Cards	
f.	Microfiche	
g.	Other (Describe)	

TOTAL LINEAR FEET OF CARD-SIZE FILES

III. MAGNETIC RECORDS: (QUANTITY OF EACH)

a.	Computer Tapes	
b.	Audio Tapes	
c.	Video Tapes	
d.	Disc Packs	
e.	Word Processing Magnetic Tapes	
f.	Word Processing Magnetic Cards	
g.	Magnetic Diskettes 5 1/4"	
h.	Magnetic Diskettes 8"	
i.	Other (Describe)	

IV. FILM RECORDS:

a.	Microfilm--16mm Reels	
b.	Microfilm--35mm Reels	
c.	Microfilm Cassettes	
d.	Movie Film	
e.	Other (Describe)	